

U.S. Department of Housing and Urban Development  
Community Planning and Development

Special Attention of:

Notice: CPD 97-12

All Secretary's Representatives  
All State Coordinators  
All CPD Division Directors  
All HOPE 3 Program Grantees

Issued: October 10, 1997  
Expires: October 10, 1998

Cross Reference:  
24 CFR 572.425(h)

SUBJECT: Annual Performance Report (APR) for the HOPE for  
Homeownership of Single Family Homes Program (HOPE 3)

- I. Purpose: The purpose of this notice is to provide HOPE 3 Implementation Grant recipients with updated instructions for submitting the Annual Performance report (APR) for the HOPE 3 Program. This notice supersedes prior APR instructions contained in CPD Notice 94-25, issued September 20, 1994. The APR must be submitted by all HOPE 3 Implementation Grant recipients during each year of the program until completion and closeout by HUD. This notice streamlines the HOPE 3 Implementation Grant annual reporting requirements by eliminating duplicative reporting requirements or reporting requirements that are otherwise unnecessary.

The APR provides the Department with information that is not reported through the HOPE 3 Cash and Management Information (C/MI) System. The information is necessary for program analysis and evaluation, as well as for preparing reports to Congress. Reporting requirements contained in this notice have been approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520), and assigned OMB control number 2506-0128.

CGHP: Distribution: W-3-1, W-2,

- II. Background: The HOPE for Homeownership of Single Family Homes Program (HOPE 3) was enacted at Title IV, Subtitle C, of the National Affordable Housing Act of 1990 (codified at 42 USC 12891-12898), as amended by the Housing and Community Development Act of 1992. The goal of the HOPE 3 Program is to assist eligible applicants to develop affordable homeownership opportunities for first-time, low income homebuyers. The program utilizes only single family properties owned and held by Federal agencies, a State, territorial, or local government, an Indian tribe, or an agency or instrumentality of a State, territorial or local government, or Indian tribe.
- III. Timing and Procedure for Submission: The APR shall be submitted annually by all Implementation Grant recipients on or before November 30 of each calendar year in which the program is being implemented until grant closeout. For those recipients with more than one grant, a separate APR should be submitted for each grant. A final APR shall be submitted at time of program closeout. An original APR, signed by the authorized representative of the recipient shall be submitted to the CPD Division of the appropriate HUD Field Office. A copy of the APR shall be submitted to: HOPE 3 Program, Department of Housing and Urban Development, 451 7th Street, S.W., Room 7158, Washington, DC 20410.
- IV. Period of Performance: All APR's must cover the 12 month period beginning October 1 and ending September 30. The final APR must cover the period beginning October 1 and ending with the date of completion of all approved HOPE 3 activities.
- V. Content: The APR is comprised of three parts. Part A consists of the grant recipient's identification and certification. Part B consists of a series of six data collection elements related to match, sale and resale proceeds, program income, additional homeownership opportunities created, and use of minority and women-owned business enterprises. NOTE: Instructions for completing Parts A and B are included as an attachment to form HUD-40068-B.
- Part C consists of three narrative statements regarding the overall status and accomplishments of the recipient's homeownership program, affirmative fair housing marketing efforts, and if applicable, a description of the use of HOPE 3 funds for economic development activities. Recipients must complete all sections of the APR (form HUD-40086-B), including the narrative, and submit them to HUD.
- VI. Instructions for Completing the Narrative Statements (Part C): This portion of the APR consists of three (3) narrative statements:
1. Activity Progress Report:

All recipients should submit a narrative that:

    - a. briefly summarizes the overall status and accomplishments of its homeownership program during the reporting period, including the number of families assisted, and the number of properties acquired and transferred; and

- b. identifies any program activities that will not be completed within the timeframes approved in the Program Schedule (as included in the recipient's approved HOPE 3 application), the reasons for being unable to meet the schedule, and identifies the actions to be taken by the recipient if the program will not meet the regulatory deadlines for transfer of properties to homebuyers, completion of lease/purchase agreements, and program closeout.
2. Affirmative Fair Housing Marketing Efforts (24 CFR 572.405(e)):

All recipients should submit a narrative that briefly describes its affirmative fair housing marketing strategy to date, including:

1. activities undertaken during the reporting period and the effectiveness of its marketing strategy; and
2. describes actions that will be undertaken where affirmative marketing requirements are not met.

NOTE: Recipients that are Indian tribes or Indian Housing Authorities are not required to prepare or implement an affirmative fair housing marketing strategy.

A strategy is not required of Implementation Grant recipients that market properties only to current residents of the properties used in the program.

3. Use of HOPE 3 Funds for Economic Development Activities

NOTE: Only recipients that have drawn down funds under the Economic Development budget line during the reporting period should submit this statement.

The recipient should submit a brief statement of its economic development activities during the reporting period which:

- a. describes each economic development activity undertaken;
- b. indicates the success of each economic development activity;
- c. describes any problems that have been experienced to date undertaking economic development activities; and
- d. describes economic development activities remaining under the grant.

VII. Further Information: Questions regarding the preparation and submission of the HOPE 3 Implementation Grant Program APR should be directed to the HOPE 3 Program Coordinator in the appropriate HUD Field Office.